



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

2/2/15

Rosalinda Garza  
929 N 9<sup>th</sup> St  
Burlington IA 52601

Dear Rosalinda,

This letter is in regards to the 1/30/15 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)d Medicines are inaccessible to children.

**Rosalinda needs to move her medications from the bathroom to a child inaccessible area (example higher kitchen cabinet shelf).**

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

**Rosalinda needs to have a child gate for her stairs from the main level.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**Rosalinda needs to check monthly and document.**

☐ 110.5(1)p Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

**Rosalinda needs to remove diapers/wipes from sleeping environment of one month old child who was observed sleeping on their back in a portable bassinet. Rosalinda also needs to remove loose blanket child was sleeping on and replace with tight fitting crib sheet.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

**Rosalinda needs to provide documentation of her procedures on how she would provide care to a child that becomes sick in her care prior to that daycare child's parents coming to pick the child up.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**Need for B.M., A.G., E.G.**

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**Need for B.M., A.G., E.G.**

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

**Need for B.M., A.G., E.G.**

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**Need physical for Z.R., Z.C.(15 mos), Z.C.(2), E.G.**

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**Need school aged health status for B.M., A.G., Need second page completed for K.N.(8), K.N.(10), A.M.**

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need sign and dated list of authorized people to pick children up for all children enrolled.**

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need copies of current immunization records for all children enrolled.**

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

**Need for K.N.(8), K.N.(10), A.M., B.M., A.G.**

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**Need for B.M., A.G., E.G.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 3/19/15.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **3/19/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

***MACHELLE PEZLEY***  
Machelle Pezley  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).